HOME BUILDERS
LICENSURE BOARD
www.hblb.alabama.gov

Instructions to NEW LICENSE Application

P.O. Box 303605 • Montgomery, Alabama 36130-3605 / **Overnight Delivery:** 445 Herron Street • Montgomery, Alabama 36104
Telephone (334) 242-2230 / **Facsimile** (334) 263-1397

LICENSE REQUIREMENTS – Who Must Be Licensed?

ACCORDING TO ALA. CODE § 34–14A–2:

"One who constructs a residence or structure for sale or who, for a fixed price, commission, fee, or wage, undertakes or offers to undertake the construction or superintending of the construction, or who manages, supervises, assists, or provides consultation to the homeowner regarding the construction or superintending of the construction, of any residence or structure which is not over three floors in height and which does not have more than four units in an apartment complex, or the repair, improvement, or reimprovement thereof, to be used by another as a residence when the cost of the undertaking exceeds ten thousand dollars ($10,000.00). Nothing herein shall prevent any person from performing these acts on his or her own residence or on his or her other real estate holdings. Anyone who engages or offers to engage in such undertaking in this state shall be deemed to have engaged in the business of residential home building."

LICENSE FORMS

Licenses will be issued only to individuals, partnerships, corporations, limited liability companies, and non-profit organizations. The extent to which a residential home builder may engage in the residential home building business depends upon the type of license held.

DESIGNATED QUALIFYING REPRESENTATIVE

1. Individuals applying for a license personally must satisfy all of the licensure requirements including experience and ability.
2. Partnerships, corporations, limited liability companies, and non-profit organizations must designate a qualifying representative who must satisfy the experience and ability requirements for licensure. The Designated Qualifying Representative (DQR) must be a general partner if the applicant is a partnership, an officer if the applicant is a corporation, a member if the applicant is a member-managed limited liability company, or a manager if the applicant is a manager-managed limited liability company.

INSTRUCTIONS

1. **APPLICATION**
   All applicants must file an accurate, complete and notarized application for license with the Board.

2. **BUSINESS-RELATED FINANCIAL REQUIREMENTS**
   All applicants must order a business-related credit report, including a public records search, to be submitted directly to the Board by a credit reporting agency. An applicant whose application is pending for more than 90 days may be required to file an updated credit report. An order form is enclosed for your convenience.

3. **FEES**
   The annual license fee is $250.00. A non-refundable $100.00 new license application processing fee must also accompany applications for a new license. Please make checks, in the amount of $350.00 payable to the Home Builders Licensure Board. The Board accepts personal or company checks, cashier's checks, certified checks, or money orders. The Board does not accept cash payments or credit cards. **All fees must be paid before the application is processed.** Upon written request, the annual license fee will be refunded in the event an application is rejected or denied.

4. **WRITTEN EXAMINATION**
   All applicants will be required to pass a written examination testing experience and ability prior to licensure.
   Testing information is enclosed. Additional information regarding the written examination is available on the Board's website: www.hblb.alabama.gov. All testing fees will be paid directly to the testing agency.

(Continued on back)

APPLICATION CHECKLIST

- ☐ Application completed, signed and notarized. **(Corporation, partnership and limited liability company applications must have signatures notarized in both Sections 6 and 7.)**
- ☐ Check, cashier's check, certified check, or money order in the amount of $350.00 made payable to Home Builders Licensure Board enclosed. The Board does not accept cash payments or credit cards.
- ☐ Ordered Business-Related Credit Report
- ☐ Attach Certificate of Good Standing from the Alabama Department of Revenue if a corporation, limited liability company, or limited partnership.
- ☐ Attach Certificate of Existence from the Alabama Secretary of State if a foreign (out-of-state) corporation, limited liability company, or limited partnership.
- ☐ Attach a copy of the Articles of Incorporation, Partnership Agreement, or Articles of Organization, WHICH HAVE BEEN FILED WITH THE PROBATE JUDGE, if a corporation, limited liability company, or limited partnership. Additionally, if applying as a corporation, attach a separate listing of officers, i.e., copy of signed minutes, amendment to articles, or other signed document reflecting the current officers.

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NEW LICENSE APPLICATION
(INDIVIDUALS)

OFFICE USE ONLY

(Date Stamp)

Check No. _____

Amount Paid _____

INSTRUCTIONS: Please type or print in ink all information. Do not send copies or facsimile transmissions.

ALL QUESTIONS MUST BE ANSWERED COMPLETELY. Use additional sheets if necessary. **Make check, cashier's check, certified check, or money order for $350.00 ($250.00 license fee plus $100.00 non-refundable new license application processing fee) payable to the Home Builders Licensure Board. All fees must be paid before the application will be processed.**

NOTICE: Submitting false information for the purpose of obtaining a license is a criminal offense and grounds for license denial. Holding an individual license does not allow you to engage in residential construction through an unlicensed corporation, partnership, or limited liability company.

SECTION 1:

Full Name _____ Social Security Number _____

(Disclosure mandatory under the Alabama Child Support Reform Act of 1997, Act 97-447, *Ala. Code* § 30-3-194 (1997 Cum. Supp.) to be used for the purposes described therein.)

List any and all business names/trade names you plan to use to perform residential construction or remodeling:

_____

_____

_____

_____

Street Address _____

City _____ County _____ State ____ Zip _____

Mailing Address _____

City _____ County _____ State ____ Zip _____

Business Phone (_____) _____ Cellular Phone (_____) _____

Fax (_____) _____ E-mail Address _____

(Continued on page 2)

SECTION 2:

IF YOU ANSWER **"YES"** TO ANY OF THE FOLLOWING QUESTIONS, **YOU MUST PROVIDE THE REQUESTED DOCUMENTATION AND A FULL EXPLANATION ON A SEPARATE SHEET OF PAPER.**

☐ Yes ☐ No **1.** Within the past 7 years, have you pled guilty or nolo contendere, or been convicted of a felony?

☐ Yes ☐ No **2.** Within the past 7 years, were you or any company of which you were a partner, officer, member, or manager declared or placed in bankruptcy?

If "YES," indicate in the full explanation whether the bankruptcy was filed under Chapter 7, 11 or 13 of the U.S. Bankruptcy Code.

If the bankruptcy was filed under Chapter 13, provide a schedule of creditors, a payment plan and a history of payments. If the bankruptcy was filed under Chapter 11, provide a reorganization plan. If the bankruptcy was filed under Chapter 7, provide a schedule of creditors.

If the bankruptcy has been discharged, provide a copy of the discharge order.

☐ Yes ☐ No **3.** Within the past 7 years, did you or any company of which you were a partner, officer, member, or manager have any professional or business license revoked or suspended in Alabama or any other state, or have an application for any professional or business license denied in Alabama or any other state?

If "YES," provide a copy of the revocation, suspension, or denial order with your written explanation.

☐ Yes ☐ No **4.** Do you, or any entity of which you are the Designated Qualifying Representative, have any outstanding disciplinary actions before this Board?

If yes, provide the name of the homeowner involved:_____

☐ Yes ☐ No **5.** Are there any liens for labor or materials filed on any of your work or the work of any company of which you are a partner, officer, member, or manager?

If "YES," provide a copy of the lien filing, and the release of lien if the lien has been released, with your explanation.

☐ Yes ☐ No **6.** Within the past 7 years, have you, or any company of which you were a partner, officer, member, or manager been identified by this Board as an unlicensed builder?

SECTION 3: BUSINESS-RELATED FINANCIAL INFORMATION

A credit report, including a public records search, must be submitted directly to the Board by a credit reporting agency. Disclosure of Social Security Number for the purpose of obtaining business-related financial and credit information and public records search is voluntary. Disclosure requested under *Ala. Code* § 34-14A-7(a)(4).

SECTION 4: CITIZENS AND ALIENS LAWFULLY PRESENT

This section to be completed in compliance with *Ala. Code* § 34-14A-7 and *Ala. Code* § 31-13-7,29, which provides that an alien's lawful presence in the United States may be verified through SAVE.

This section must be completed by the individual applicant.

This application will not be processed until the requested documentation is received by the Board.

(Continued on page 3)

☐ Yes ☐ No **1. Are you a citizen of the United States?**

If **"YES,"** please read the declaration below, sign, and provide a legible copy of any one of the documents listed below.

If **"NO,"** see question 2, below.

1) Driver's License or Nondriver's Identification Card
2) Birth Certificate
3) Pertinent pages of a valid or expired United States passport (must identify person and show passport number)
4) United States naturalization documents or the number of the certificate of naturalization
5) Other documents or methods of proof of United States citizenship issued by the federal government pursuant to the Immigration and Nationality Act of 1952, as amended.
6) Bureau of Indian Affairs card number, tribal treaty card number, or tribal enrollment number
7) Consular report of birth abroad of a citizen of the United States of America
8) Certificate of citizenship issued by the United States Citizenship and Immigration Services
9) Certification of report of birth issued by the United States Department of State
10) American Indian Card with KIC classification, issued by the United States Department of Homeland Security
11) Final adoption decree showing the person's name and United States birthplace
12) Official United States military record of service showing the applicant's place of birth in the United States
13) An extract from a United States hospital record of birth created at the time of the person's birth indicating the place of birth in the United States
14) AL-verify
15) Valid Uniformed Services Privileges and Identification Card
16) Any other form of identification that the Alabama Department of Revenue authorizes . . . to be used to demonstrate of confirm a person's United States citizenship or lawful presence in the United states, provided that the identification requires proof of lawful presence in the United States as a condition of issuance.

I hereby declare that I am a citizen of the United States of America.

I sign this declaration under penalties of perjury; making a false, fictitious, or fraudulent statement or representation in this declaration is perjury in the second degree pursuant to *Ala. Code* § 13A-10-102.

_____

Printed Name of Applicant

_____

Signature of Applicant

☐ Yes ☐ No **2. If you are *not* a citizen of the United States, are you an alien who is *lawfully present* in the United States?**

If **"YES,"** please read the declaration below, sign, and provide a legible copy of any one of the documents listed below.

1) Valid, unexpired Alabama driver's license
2) Valid, unexpired Alabama nondriver identification card
3) Valid tribal enrollment card or other form of tribal identification bearing a photograph or other biometric identifier
4) Any valid United States federal or state government issued identification document bearing a photograph or other biometric identifier, including a valid Uniformed Services Privileges and Identification Card if issued by an entity that requires proof of lawful presence in the United States before issuance
5) Foreign passport with an unexpired United States Visa and a corresponding stamp or notation by the United States Department of Homeland Security indicating the bearer's admission to the United States
6) Foreign passport issued by a visa waiver country with the corresponding entry stamp and unexpired duration of stay annotation or an I-94W form by the United States Department of Homeland Security indicating the bearer's admission to the United States

I hereby declare that I am an alien lawfully present in the United States of America.

I sign this declaration under penalties of perjury; making a false, fictitious, or fraudulent statement or representation in this declaration is perjury in the second degree pursuant to *Ala. Code* § 13A-10-102.

_____

Printed Name of Applicant

_____

Signature of Applicant

(Continued on page 4)

SECTION 5: OATH AND RELEASE FOR INDIVIDUALS

I solemnly swear or affirm that I am the person referred to in this application; that the information provided and the statements made herein and on the attachments hereto are accurate, complete, and true to the best of my knowledge; and further, that if granted a license by the Home Builders Licensure Board, I shall abide by all laws relating to residential home builders and the rules adopted by the Board.

I hereby authorize any individual, company, or institution with whom I have been associated to release to the Home Builders Licensure Board all information and records as are necessary to verify or contradict the information provided in this application.

_____
Printed Name of Individual Applicant

_____
Signature of Individual Applicant

County of_____)

State of _____)

Signed and sworn to before me this _____ day of _____ , _____ .
(Month) (Year)

Signature – Notary Public_____ (Notarial Seal)

My Commission Expires:_____

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NEW LICENSE APPLICATION
(CORPORATIONS, PARTNERSHIPS & LIMITED LIABILITY COMPANIES)

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OFFICE USE ONLY

(Date Stamp)

Check No. _____

Amount Paid _____

INSTRUCTIONS: Please type or print in ink all information. Do not send copies or facsimile transmissions. **ALL QUESTIONS IN EVERY SECTION MUST BE ANSWERED COMPLETELY.** Use additional sheets if necessary. **Make check, cashier's check, certified check, or money order for $350.00 ($250.00 license fee plus $100.00 non-refundable new license application processing fee) payable to the Home Builders Licensure Board. All fees must be paid before the application will be processed.**

NOTICE: Submitting false information for the purpose of obtaining a license is a criminal offense and grounds for license denial. A corporation, partnership, or limited liability company license allows you to engage in residential construction only in the name of the company granted the license. A corporation, partnership, or limited liability company license allows one person to serve as a designated qualifying representative. Other partners, officers, members, or managers desiring a license should apply for an individual license.

SECTION 1:

Please designate appropriate business form: ☐ Corporation ☐ Partnership ☐ Limited Partnership ☐ LLC

A copy of the articles of incorporation, partnership agreement or articles of organization must be attached. If applying as a corporation, attach a copy of signed minutes or an amendment to the articles listing the officers of the corporation. If applying as a partnership, attach a document filed with the probate court naming the current partners of partnership. If applying as an LLC, provide a copy of the bylaws of the LLC naming the members of the LLC, or the managers, if the LLC is manager-managed.

Business Name _____

List any and all business names/trade names you plan to use to perform residential construction or remodeling:

_____

_____

Federal Tax Employer ID Number _____ State Tax ID Number _____

Street Address _____

City _____ County _____ State ____ Zip _____

Mailing Address _____

City _____ County _____ State ____ Zip _____

Business Phone (_____) _____ Cellular Phone (_____) _____

Fax (_____) _____ E-mail Address _____

If the applicant is a limited partnership or LLC, when and where was the agreement filed?

Date _____ County _____ State _____

If the applicant is a corporation, when and where was it incorporated?

Date _____ County _____ State _____

Where is the principal office of the business?

Street Address _____

City _____ State _____ Zip _____

☐ Yes ☐ No If the applicant is a corporation, limited partnership or LLC, is it in good standing with the Alabama Department of Revenue?
If "YES," provide a copy of the Certificate of Good Standing issued by the Alabama Department of Revenue.

☐ Yes ☐ No If the applicant is a foreign (out-of-state) corporation, limited partnership or LLC, has it received the Certificate of Authority issued by the Secretary of State's office to transact business in Alabama?
If "YES," provide a copy of the Certificate of Authority issued by the Secretary of State of Alabama.

(Continued on page 2)

SECTION 2: DESIGNATED QUALIFYING REPRESENTATIVE

You must provide the following information for the general partner, officer, member, or manager who will serve as the designated qualifying representative.

Name _____ Social Security# _____ Title_____

(Disclosure mandatory under the Alabama Child Support Reform Act of 1997, Act 97-447, *Ala. Code* § 30-3-194 (1997 Cum. Supp.) to be used for the purposes described therein.)

Address_____ Years with Company _____

Does the designated qualifying representative currently hold an individual home builders license or serve as a designated qualifying representative of a corporation, partnership, or limited liability company licensed by this agency? ..... ☐ Yes ☐ No

If Yes, list name _____ and file number _____

You must provide the following information for other partners, officers, members or managers.

Name _____ Social Security# _____ Title_____

(Disclosure Voluntary*)

Address_____ Years with Company _____

Name _____ Social Security# _____ Title_____

(Disclosure Voluntary*)

Address_____ Years with Company _____

Name _____ Social Security# _____ Title_____

(Disclosure Voluntary*)

Address_____ Years with Company _____

SECTION 3:

IF YOU ANSWER **"YES"** TO ANY OF THE FOLLOWING QUESTIONS, **YOU MUST PROVIDE THE REQUESTED DOCUMENTATION AND A FULL EXPLANATION ON A SEPARATE SHEET OF PAPER.**

☐ Yes ☐ No **1.** Within the past 7 years, has any partner, officer, member, or manager of this company pled guilty or nolo contendere, or been convicted of a felony?

☐ Yes ☐ No **2.** Within the past 7 years, was this company, or any partner, officer, member, or manager or any entity of which this company is a successor, declared or placed in bankruptcy?

If "YES," indicate in the full explanation whether the bankruptcy was filed under Chapter 7, 11 or 13 of the U.S. Bankruptcy Code.

If the bankruptcy was filed under Chapter 13, provide a schedule of creditors, a payment plan and a history of payments. If the bankruptcy was filed under Chapter 11, provide a reorganization plan.

If the bankruptcy was filed under Chapter 7, provide a schedule of creditors.

If the bankruptcy has been discharged, provide a copy of the discharge order.

☐ Yes ☐ No **3.** Within the past 7 years, did this company, or any partner, officer, member, or manager or any entity of which this company is a successor, have any professional or business license revoked or suspended in Alabama or any other state, or have an application for any professional or business license denied in Alabama or any other state?

If "YES," provide a copy of the revocation, suspension, or denial order with your written explanation.

☐ Yes ☐ No **4.** Does the applicant, or the applicant's designated qualifying representative, either individually or as the designated qualifying representative of any other entity, have any outstanding disciplinary actions before this Board?

If yes, provide the name of the homeowner involved:_____

☐ Yes ☐ No **5.** Are there any liens for labor or materials filed on any of the work performed by this company, or any partner, officer, member, or manager or any entity of which this company is a successor?

If "YES," provide a copy of the lien filing, and the release of lien if the lien has been released, with your explanation.

☐ Yes ☐ No **6.** Within the past 7 years, has this company, or any partner, officer, member, or manager of this company, been identified by this Board as an unlicensed builder?

SECTION 4: BUSINESS-RELATED FINANCIAL INFORMATION

A credit report on the entity, including a public records search, must be submitted directly to the Board from a credit reporting agency. Any entity whose application is pending for more than 90 days may be required to file an updated credit report.

* Disclosure of Social Security Number for the purpose of obtaining business-related financial and credit information and public records search is voluntary. Disclosure requested under *Ala. Code* § 34-14A-7(a)(4).

(Continued on page 3)

SECTION 5: CITIZENS AND ALIENS LAWFULLY PRESENT

This section to be completed in compliance with *Ala. Code* § 34-14A-7 and *Ala. Code* § 31-13-7,29, which provides that an alien's lawful presence in the United States may be verified through SAVE.

This section must be completed by the designated qualifying representative.

This application will not be processed until the requested documentation is received by the Board.

☐ Yes ☐ No **1. Are you a citizen of the United States?**

If **"YES,"** please read the declaration below, sign, and provide a legible copy of any one of the documents listed below.

If **"NO,"** see question 2, below.

1) Driver's License or Nondriver's Identification Card
2) Birth Certificate
3) Pertinent pages of a valid or expired United States passport (must identify person and show passport number)
4) United States naturalization documents or the number of the certificate of naturalization
5) Other documents or methods of proof of United States citizenship issued by the federal government pursuant to the Immigration and Nationality Act of 1952, as amended.
6) Bureau of Indian Affairs card number, tribal treaty card number, or tribal enrollment number
7) Consular report of birth abroad of a citizen of the United States of America
8) Certificate of citizenship issued by the United States Citizenship and Immigration Services
9) Certification of report of birth issued by the United States Department of State
10) American Indian Card with KIC classification, issued by the United States Department of Homeland Security
11) Final adoption decree showing the person's name and United States birthplace
12) Official United States military record of service showing the applicant's place of birth in the United States
13) An extract from a United States hospital record of birth created at the time of the person's birth indicating the place of birth in the United States
14) AL-verify
15) Valid Uniformed Services Privileges and Identification Card
16) Any other form of identification that the Alabama Department of Revenue authorizes . . . to be used to demonstrate of confirm a person's United States citizenship or lawful presence in the United states, provided that the identification requires proof of lawful presence in the United States as a condition of issuance.

I hereby declare that I am a citizen of the United States of America.

I sign this declaration under penalties of perjury; making a false, fictitious, or fraudulent statement or representation in this declaration is perjury in the second degree pursuant to *Ala. Code* § 13A-10-102.

_____
Printed Name of Applicant

_____
Signature of Applicant

☐ Yes ☐ No **2. If you are *not* a citizen of the United States, are you an alien who is *lawfully present* in the United States?**

If **"YES,"** please read the declaration below, sign, and provide a legible copy of any one of the documents listed below.

1) Valid, unexpired Alabama driver's license
2) Valid, unexpired Alabama nondriver identification card
3) Valid tribal enrollment card or other form of tribal identification bearing a photograph or other biometric identifier
4) Any valid United States federal or state government issued identification document bearing a photograph or other biometric identifier, including a valid Uniformed Services Privileges and Identification Card if issued by an entity that requires proof of lawful presence in the United States before issuance
5) Foreign passport with an unexpired United States Visa and a corresponding stamp or notation by the United States Department of Homeland Security indicating the bearer's admission to the United States
6) Foreign passport issued by a visa waiver country with the corresponding entry stamp and unexpired duration of stay annotation or an I-94W form by the United States Department of Homeland Security indicating the bearer's admission to the United States

I hereby declare that I am an alien lawfully present in the United States of America.

I sign this declaration under penalties of perjury; making a false, fictitious, or fraudulent statement or representation in this declaration is perjury in the second degree pursuant to *Ala. Code* § 13A-10-102.

_____
Printed Name of Applicant

_____
Signature of Applicant

(Continued on page 4)

NOTICE: BOTH SECTIONS 6 AND 7 MUST BE SIGNED AND NOTARIZED.

SECTION 6: OATH AND RELEASE FOR DESIGNATED QUALIFYING REPRESENTATIVE (DQR)

I solemnly swear or affirm that I am the person referred to in this application; that the information provided and the statements made herein and on the attachments hereto are accurate, complete, and true to the best of my knowledge; and further, that if the Home Builders Licensure Board recognizes me as a qualifying representative, I shall abide by all laws relating to residential home builders and the rules adopted by the Board.

I hereby authorize any individual, company, or institution with whom the applicant has been associated to release to the Home Builders Licensure Board all information and records as are necessary to verify or contradict the information provided in this application.

_____
Printed Name of Designated Qualifying Representative [DQR] (Must be a General Partner, Officer, Member or Manager)

_____
Signature of Designated Qualifying Representative [DQR] (Must be a General Partner, Officer, Member or Manager)

Its: _____
Position Held

County of_____)

State of _____)

Signed and sworn to before me this _____ day of _____ , _____
(Month) (Year)

Signature – Notary Public_____

My Commission Expires:_____ (Notarial Seal)

SECTION 7: OATH AND RELEASE FOR CORPORATIONS, PARTNERSHIPS, OR LIMITED LIABILITY COMPANIES

I solemnly swear or affirm that I am authorized to execute this application on behalf of the applicant; that I have actual knowledge of the statements made herein and on the attachments hereto and that such statements are accurate, complete, and true to the best of my knowledge; and further, that if the applicant is granted a license by the Home Builders Licensure Board, I shall use my best efforts to ensure that the applicant abides by all laws relating to residential home builders and the rules adopted by the Board.

I hereby authorize any individual, company, or institution with whom the applicant has been associated to release to the Home Builders Licensure Board all information and records as are necessary to verify or contradict the information provided in this application.

_____
Printed Name of Authorized General Partner, Officer, Member or Manager

_____
Signature of Authorized General Partner, Officer, Member, or Manager

Its: _____
Position Held

County of_____)

State of _____)

Signed and sworn to before me this _____ day of _____ , _____
(Month) (Year)

Signature – Notary Public_____ (Notarial Seal)

My Commission Expires:_____

NOTICE: BOTH SECTIONS 6 AND 7 MUST BE SIGNED AND NOTARIZED.

NOTICE FOR CORPORATIONS, LIMITED LIABILITY COMPANIES, OR LIMITED LIABILITY PARTNERSHIPS

If you are a **foreign (out of state)** corporation, limited liability company (LLC), or limited liability partnership (LLP) you must provide a **Certificate of Existence** from the Alabama Secretary of State's office. You may order this certificate online at **www.sos.alabama.gov** or you may contact their office at **(334)242-5324.**

If you are a corporation, limited liability company (LLC), or limited liability partnership (LLP), you must provide a **Certificate of Good Standing** from the Alabama Department of Revenue (ADOR). **Required for in-state and out-of-state companies.**

To request the **Certificate of Good Standing**, you must to do the following:

1. If you have not already done so, if you are a corporation, LLC or LLP, you must register your company with the Alabama Secretary of State's office. You may register online at **www.sos.alabama.gov** or you may contact their office at **(334)242-5324.**
2. If you have formed a corporation, LLC, or LLP, you must file the appropriate **Business Privilege Tax form** with ADOR. You may download this form at: **www.ador.alabama.gov** **(e-Services Section)** or contact the Business Privilege Tax Division at **(334)242-9800**.
3. Order the **Certificate of Good Standing** from ADOR. You may order this certificate online at **www.ador.alabama.gov** **(e-Services Section)** or you may contact ADOR at **(334)353-7944. IMPORTANT: Make sure certificate is ordered in your complete Company name.**

NOTICE: In order to request and provide a Certificate of Good Standing from the Alabama Department of Revenue (ADOR), you must within 2 ½ months of the date the corporation was qualified pay the Alabama Business Privilege Tax before the 2 ½ month ADOR requirement.

NOTICE

Conducting business through a corporation, partnership, or limited liability company that does not hold an Alabama Home Builders License is a violation of the law.

INDIVIDUAL LICENSEES: You may engage in residential homebuilding only in your individual capacity or through a licensed entity of which you are an employee, partner, officer, member or manager. If you are conducting business through a corporation, partnership, or limited liability company that does not hold an Alabama Home Builders License, you are in violation of the law.

DESIGNATED QUALIFYING REPRESENTATIVE: You may engage in residential home building only through the entity that holds the Alabama Home Builders License. If you wish to engage in residential home building either individually or through another entity that does not hold an Alabama Home Builders License, you must obtain a license either individually or on behalf of the unlicensed entity. If you are conducting business through an unlicensed entity, you are violating the Home Builders Licensure Law.

There are penalties and injunctions applicable to unlicensed builders:

- Pursuant to Ala Code § 34-14A-14, any person who undertakes or attempts to undertake the business of residential homebuilding without a valid license is guilty of a Class A misdemeanor.
- The Board may stop the construction work of any person or entity that undertakes or attempts to undertake the business of residential homebuilding without a valid license.
- A residential homebuilder who is required to be licensed, but who does not hold a State of Alabama Home Builders License, may not bring or maintain legal action to enforce a contract for residential construction.

Year 2017 Credit Report Order Form

Holloway Credit Solutions, LLC

Post Office Box 230609 ♦ Montgomery, AL 36123

Phone (800) 264-2700 ext. 1310 / (334) 396-1310 ♦ Fax (800) 489-0067 / (334) 396-1350

For faster processing you may fill out this application online at www.hollowaycredit.com!
Please fax this application with your credit card payment or mail it with your check in the enclosed postage paid envelope.

The credit report fee is $35.00 for all applicants.

Type of Application:

O Individual O Corporation or LLC O Partnership

File Number: _____
OR
☐ New Applicant

Applicant Information:

Name_____
(If the license is for a corporation, LLC or a partnership, use company name)

Mailing Address _____

City _____ State _____ Zip _____

Business Phone (_____)_____ Fax (_____)_____

E-mail address _____

List any other names you do business under_____

If you hold the license as an INDIVIDUAL, provide the following information.

Name _____Social Security Number (optional) _____

Address_____City_____State_____Zip_____

If you hold the license as a CORPORATION or LLC, provide the following information.

Officer / Member _____Title_____

Officer / Member _____Title_____

If you hold the license as a PARTNERSHIP, provide the following information.
Information about additional partners may be attached on a separate sheet. Number of partners _____

O Check here if your partnership is LESS than one year old.

Name _____ Social Security Number (optional) _____

Address_____City_____State_____Zip_____

Name _____ Social Security Number (optional) _____

Address_____City_____State_____Zip_____

By submitting this form you authorize Holloway Credit Solutions, LLC ("HCS") to obtain credit reports as needed or required by the State of Alabama, Home Builders Licensure Board. You also authorize HCS to contact additional references to provide us with information regarding their credit experience with you or your company. HCS shall not be liable to you or your company for any loss resulting from said reports and their preparation, including but not limited to loss of business or contracts from information contained in the reports. HCS shall use all reasonable efforts to make sure that all the information within the reports is accurate in accordance with the terms of this agreement. HCS will provide you, your company and/or each partner with a copy of the report along with an information sheet to help you interpret the information on the report and how to handle any discrepancies.

Signature_____Title_____Date_____

Method of Payment

Please select the method of payment you prefer. Payment must be received to release your report.
If paying by credit card, to avoid duplication of charge do not mail application after faxing.

O American Express O VISA O MasterCard O Check or Money Order

Cardholder's Name_____ Billing Address_____

Account Number._____ Card Verification Number _____ Expiration Date _____

State of Alabama Home Builders Licensing Board Examinations

Candidate Information Bulletin

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General Testing Information

The Alabama Home Builders Licensure Board has contracted with Prov, Inc. to develop, and administer their licensing examination program for state licensed home builders. This bulletin has been developed to help explain the rules and processes you will need to undertake to complete the testing requirement for your State of Alabama Home Builders License.

Alabama law requires that each individual who is engaged in residential construction in the State of Alabama to be licensed. To become licensed, a company representative must demonstrate competency by passing the required exams for which licensure is being sought.

Prov is not authorized to make the determination of which examination(s) candidates must take. If a candidate is unsure which exam is needed for the license being sought, resolve this question before scheduling. If candidates have questions regarding which exam(s) to take, they must call the Alabama Home Builders Licensure Board at (**334) 242-2230**.

Contact Information

For questions not addressed in this bulletin contact:

For Licensing Questions -
AHBLB
445 Herron Street
Montgomery, AL 36104
Ph: (334) 242-2230
Fax: (334) 263-1397
www.hblb.alabama.gov
Office Hrs: 8 a.m. to 5 p.m.

For Testing Questions -
Prov, Inc.
5200 NW 43rd Street
Suite 102-167
Gainesville, FL 32606
Toll Free: (866) 720-7768
Fax: (386) 518-6419
www.provexam.com
Office Hrs: 8 a.m. to 6 p.m.

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Examination Categories

Candidates seeking to be licensed as Home Builder's in the State of Alabama must successfully complete two (2) examinations. The first test covers the technical trade elements of home building, whereas the second test covers the business and legal requirements as a licensed hime builder. Both exams are open book and are timed. Detailed information about exam content, duration and reference materials can be found in the Exam Descriptions section of this document.

If both exams are taken on the same day the cost is $130.00. If the exams are taken on separate days each exam cost is $80.00.

Exam Administration Methods

Computer-Based Testing

Prov has taken every effort to make its computer testing system as easy to use as possible. No specific computer experience or typing skills are needed to take the test. Candidates who take a computer-based test will be given verbal and written instructions and will complete an interactive tutorial prior to testing.

The written instructions for computerized exams are included in this bulletin. Please refer to the Candidate Instruction Handout for these instructions and a visual of the screen layout.

For an opportunity to preview Prov's computer-based testing system before arriving at the test center, candidates can watch a demonstration video by visiting https://www.provexam.com/Movies/CBT2.swf. This short movie provides a basic demonstration of how to take a test on Prov's computer system.

Accepted Methods of Payment

Candidates paying for their examinations or any other services provided by Prov can use the following methods of payment:

- Money Orders
- Cashier's Checks
- Certified Checks
- Credit Cards (American Express, Discover, Master Card, Visa)

No personal or company checks will be accepted and all registrations that include personal or company checks will be returned without processing.

Any payments sent by mail should be addressed to:

Prov, Inc.,
200 Association Drive, Suite 190
Charleston, WV 25311

Test Center Locations and Availability

Prov has established nine (9) testing centers within Alabama where candidates can take their examinations. These testing centers are located in Auburn, Birmingham, Enterprise, Huntsville, Mobile, Montgomery, Sheffield and Tuscaloosa. Please refer to the individual list for each site for its testing availability and directions.

1. **Auburn University**
   112 South College
   238 Biggin Hall
   Auburn, AL 35848

Directions: For directions and a map please visit http://wp.auburn.edu/biggio/distance-learning/testing-services/. To park you must pick up a guest pass from Parking Services. The Parking Services is located at the corner of Lem Morrison and Duncan Drive, in the South Quad Multi-Modal Parking Deck. A shuttle is available to take you from the parking garage to Biggin Hall.

2. **Jefferson State Community College**
   Jefferson Campus
   Lurleen Wallace Hall - Room 322
   2601 Carson Road
   Birmingham, AL 35215

Directions: From I-65 S, Take exit 267 for Walkers Chapel Rd, Turn left at Co Rd 120/Walker Chapel Rd, Continue onto Co Rd 121/New Castle Rd, and Continue onto Carson Rd. Turn left into Jefferson State Community College and follow the road .1 miles to a parking lot on your right. Lurleen Wallace Hall will be the three-story building in front of you. Enter the building through the center doors, go to the third floor and follow the signs to the testing center. For a campus map, please visit http://www.jeffstateonline.com/locations/jefferson/.

3. **Jefferson State Community College**
   Shelby-Hoover Campus

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4600 Valleydale Rd
General Studies Building, Room 110
Birmingham, AL 35242

Directions: For a campus map please visit http://www.jeffstateonline.com/locations/shelby/.

4. **Enterprise State Community College**
   600 Plaza Drive
   Enterprise, AL 36331

Directions: Turn left when you arrive on campus & then turn right into parking lot. The library is on the right.

5. **University of Alabama in Huntsville**
   301 Sparkman Drive
   Wilson Hall, Room 202
   Huntsville, AL 35899

Directions: For a campus map please visit http://www.uah.edu/map. From the North (Including Nashville): Take I-65 South. Take Exit 340 onto I-565 east to Huntsville. Take Exit 15 at the Space and Rocket Center, turn left at the second traffic signal onto Sparkman Drive. Turn right onto Ben Graves Drive and bear right. Turn left into large shared parking lot marked G5. Wilson Hall is the building in the middle.

6. **University of South Alabama**
   555 University Blvd. North
   Alpha Hall East - Room 326
   Mobile, AL 36688

Directions: For a Campus map please visit http://www.southalabama.edu/maps/campusmap.pdf From I-65 N, Take exit 3 for Airport Blvd, Keep left at the fork, Follow signs for Airport Blvd W, Turn left at Airport Blvd/County Rd 56, Turn right at S University Blvd, Turn left at University Drive South, Site is located on the left. Parking: You will need to obtain a visitor parking pass from Parking Services located at 290 Stadium Blvd., Mobile, AL. Parking passes are free

7. **Alabama State University**
   915 S. Jackson Street
   McGeHee Hall 105
   Montgomery, AL 36104

Directions: For directions please visit http://www.alasu.edu/about-asu/visiting-asu/index.aspx. Parking is located Behind the LEVI WATKINS LEARNING CENTER LOT J OR LOT-E. ASU has several designated spaces for visitor parking, but they require visitor a visitor parking pass. All candidates must stop by the testing office and obtain a visitor's parking pass. Park in one of the visitor's parking spaces, as indicted by campus signage.

8. **North Alabama Electrical JATC**
   1805 E. 17th Street
   Sheffield, AL 35660

Directions: From I-65 N, Take exit 351 toward Athens, Turn left at AL-2 W/US-72 W/Lee Hwy, Turn right to stay on AL-2 W/US-72 W/Lee Hwy, Continue to follow AL-2 W/US-72 W, Turn left at AL-13 S/AL-2 W/US-43 S/US-72 W/S Court St, Continue to follow AL-13 S/AL-2 W/US-43 S/US-72 W, Turn right at E 17th St

9. **University of Alabama - Tuscaloosa**
   301 7th Avenue,
   Houser Hall Suite 2000
   Tuscaloosa, AL 35487

Directions: For a campus map please visit www.tour.ua.edu. The testing center is located in Houser Hall, Suite 2000. Houser Hall is located on the east side of the Ferguson Center. Parking is available in the Ferguson Deck. There is a $5 charge to park in the Ferguson Deck. Navigate to www.tour.ua.edu for maps and additional parking options.

Scheduling Process

Once candidates determine which exams they need to take, where they wish to test, and when they prefer to test, it is time to schedule their test session. Prov encourages candidates to schedule in advance for their examinations in order to ensure that a testing seat will be available. There are a limited number of seats at each testing facility and seating availability is based on a first-come, first-served basis.

Scheduling for an examination is a three step process. Candidates must first **register**, which means they select the tests they wish to take. Next, the candidates must **find available seats** in their area. During this second step candidates will select the date and location where they wish to test. The third and final step is to **make payment** for those examinations. The scheduling process is <u>not complete until payment has been made to Prov</u>. Once the scheduling process is complete, candidates will be sent an appointment letter which includes their testing session details.

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Advance Scheduling

Prov offers several convenient methods to allow candidates to schedule their examination(s) in advance. Candidates may use any of these methods to schedule their testing appointments. Note that there is no difference in fees for use of any of these methods.

The advance scheduling methods available are:

- Online
- Over the phone
- By Mail
- By Fax

The deadline for scheduling your test will vary based on the testing center you select. The advance scheduling deadline ranges between one to six business days depending on the testing location.

Advance Scheduling Methods

Online Scheduling

If you have any difficulties with online scheduling, give us a call at (866) 720-7768.

To schedule online, a candidate must go to Prov's home page at www.provexam.com. The candidate must then select Test Takers from the menu. Under Candidates, click "Log-in here" to get started.

Once candidates have accessed Arkiv (Prov's information management system), they must select Alabama Home Builders Licensure Board as their Program Name and click NEXT STEP.

Login for First Time (NEW USER)

First time users should select the NEW TEST TAKER tab and confirm that they have not previously taken an exam by clicking the NEW TEST TAKER button.

They will then be directed to enter Social Security Number, Name, Password, Address, Email Address, Company Name, Telephone Number, and Fax Number. Entering an email address is critical in order to be able to receive a scheduling confirmation notice by email or to retrieve a forgotten password in the future. Press NEXT STEP.

Login for Returning Candidates

Returning users should select the EXISTING TEST TAKER tab and enter their Candidate ID (candidate's Social Security number). Next, enter the password that was created the last time the candidate entered. Then press NEXT STEP.

Password

To access the candidate information inside of Arkiv, the candidate will need to set up a password. If candidates have forgotten their Arkiv password, they may press the FORGOT PASSWORD button and their passwords will be emailed to the email address the candidates have provided when their testing profile was initially created. If candidates still encounter difficulties, they must contact Prov staff during business hours to receive help.

Schedule a Testing Session

Once the candidate has logged into Arkiv, they should confirm that they have read the candidate bulletin for their testing program. If they have not yet read the candidate bulletin, they may access it by selecting the Program Documents tab. Candidates must then place a Check in the confirmation box, and then select the name of the exam they wish to take, and press the NEXT STEP button. If a candidate wants to register for more than one exam select the ADD button and then choose a second exam. When all exams which need to be scheduled are added to the list, press NEXT STEP.

On the next page you will be asked to complete steps 1 through 4.

Step 1: Select Examination - Use the mouse to select an unscheduled exam from the list to the left. (Note: If only one exam is shown, it will automatically be the selected exam.)

Step 2: Enter Search Criteria – Enter the date when the candidate would like to test. Enter a ZIP Code where the candidate would like to search from. Select the maximum distance the candidate is willing to travel to a testing center. Select or confirm the testing method. Then press FIND AVAILABLE SEATS.

Step 3: Select Testing Dates, Times and Location – Using the mouse, click on one of the rows listed containing the

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testing date, time and location wanted and the press SELECT SEAT. If the candidate only has one exam to schedule they will automatically be taken to the payment screen. If the candidate has more exams to schedule, they must return to step 1, select the next test from the left column, and repeat steps 1 through 3.

Step 4: Click the PAY FOR EXAM button

Paying Online

To pay for a specific registration event, select the invoice number on the left. If the billing address or name on the card is different from the information previously provided, press the Use Different Billing Address checkbox to enter the new information. Finally, enter the credit card or debit card payment information, and press Submit Payment.

Candidates can choose not to pay for the exam immediately by clicking the EXIT WITHOUT PAYMENT button. The seat will be held until midnight. At that time the seat will be released for anyone to schedule. When returning to the website to make a payment the candidate should select the MAKE PAYMENT tab.

Once payment is received the testing session is reserved. Candidates should print or email their confirmation letters for their own reference.

If a mistake is made, a candidate can unschedule an exam by selecting the View My Schedule link from the candidate console and follow the steps provided.

Phone Scheduling

To schedule for an examination by phone, candidates should contact Prov toll free at 866-720-7768. Prov scheduling staff is available 8:00 a.m. through 6:00 p.m. ET, Monday through Friday.

Candidates should be prepared to provide the Prov scheduling staff with their name, Candidate ID (their Social Security number), and their ZIP code. Once Prov confirms the candidate's identity, Prov staff will request that the candidate sets up a password as well as an email address so that Prov can contact him/her with any necessary changes. Prov staff will search the database for the next available testing session at the candidate's preferred testing location and will provide candidates with any alternate locations that may be in close proximity to their address. Once candidates are scheduled, Prov staff will email them information regarding their testing schedule.

Mail or Fax Scheduling

In order to schedule by fax or mail, candidates should complete the registration form attached to this document and either fax it to our toll-free fax number 877-228-3926 or mail it to Prov at the following address:

Prov
200 Association Drive, Suite 190
Charleston, WV 25311

Cancel/Rescheduling Policy

If candidates need to change or cancel their testing appointment, they must contact Prov at least three business days prior to their scheduled date. Changes will be made at no cost if candidates notify Prov by the deadline.

If candidates fail to appear for their test or fail to cancel or reschedule their testing session by the close of business three days prior to their scheduled test date, they will forfeit their exam fees.

Retesting Policy

Failed examinations can be retaken as often as is necessary. There is no waiting period and candidates can schedule a new testing session for the first available testing date. Candidates cannot retake an exam once they have passed that exam unless required by the State of Alabama.

Results Reporting

Upon completion of an examination, a candidate's test will be scored and he/she will be provided with a score result while at the testing center. There is no charge for the on-site scoring.

Computer-delivered tests will be scored in one minute and results can be obtained any time after the exam is scored.

Candidates participating in this testing program can access their scores at any time (24/7) online by going to our website at www.provexam.com, entering their Candidate ID and the password to access their candidate account. Upon reaching the candidate home page inside of Arkiv, candidates can select the MY ACCOUNT Tab and

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then the EXAM HISTORY button and see the results of all the exams they have taken with Prov.

All exams will be scored and graded against a cut-score of 65% for the Alabama HB Business & Law and 63% for the Alabama Home Builder. Because the examination process is a requirement for licensure with the State of Alabama, candidates automatically consent to permit Prov to share their test results with the State.

Reviews

Reviews are intended to help candidates audit their testing results by allowing them to see which questions were missed.

Candidates may request a review of their exam after failing an exam category two (2) times. To be eligible for a review, candidates must score within 10% of the required passing score. The review for all tests is 1-1/2 hours in length. During the review candidates will be provided a printout of the questions they missed and the answers chosen in response to those questions. The review will be conducted under the same testing conditions as the exam using the same test security rules.

The cost of the review is **$80.00** (includes tax) for each test reviewed. Candidates will request or schedule a review using the same methods described earlier for scheduling.

Exam Challenge Process

If during an exam or review, the candidates encounter a question they think is inaccurate or otherwise incorrect, they are encouraged to submit an Exam Comment to Prov detailing why they feel the question is in error.

Candidates testing on computer may make their comments in the testing system. Candidates who are reviewing an exam will automatically be provided with an Exam Comment form.

Prov staff will review each comment within two weeks of submittal.

Should any comment result in a change to a test question and/or candidate score, Prov will report the change to the Alabama Home Builders Licensure Board. The Board will notify the candidate of the score change and issue a new result letter. Detailed answers to questions or comments are not provided for test security purposes.

Hand Score Request

Prov ensures the accuracy of our exam results. Our computer system, Arkiv, is designed to identify and report any potential error in data collected from an exam session. If you would like to have your score reassessed for accuracy, you can request a Hand Score by calling Prov at 1-866-720-7768 and asking for a Hand Score Request Form.

A Hand Score Request form requires a signature and must be mailed to Prov. Forms must be received by Prov no later than ninety (90) days after your examination administration date and must be accompanied by a copy of your original score letter.

Once a Hand Score is received, Prov Staff will process the request within seven (7) to ten (10) business days. During the Hand Score process a staff member will ensure that your answers were properly recorded and scored by comparing the captured answers to the exam key. Upon completion of the Hand Score we will provide a letter by mail to report the outcome of the reassessment.

The cost of the hand score is $25.00 (includes tax).

Test Day Rules and Procedures

Check-in Deadline

The doors to each testing center will open at least 30 minutes before all scheduled testing appointments in order to check candidates into the testing center. Candidates should plan to arrive early to make sure they are seated by the time the testing begins. If candidates are late in arriving, AND the testing session has already begun, CANDIDATES WILL BE TURNED AWAY and will forfeit their exam fees and will be required to reschedule for a future testing date.

Proof of Identity

Upon arriving at the testing center, candidates will be required to show government-issued, photo-bearing identification. The photo-bearing ID must be current and valid. Forms of valid photo-bearing ID are a driver's license, passport, or military ID. Candidates will also be required to sign a test center log, and will be photographed by the test center staff. If candidates cannot produce a valid government-issued photo ID, refuse to participate in signing the test center log, or refuse to be photographed, they will be dismissed from

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the testing center and forfeit all testing fees for that testing session.

There may be times for religious reasons, a candidate does not have a photo ID. In this situation, if they have a State driver's license without a photo, a State ID card without a photo that is issued by the DMV, or a birth certificate, we will accept these as valid identification.

Prohibited Items

No cameras, recorders, cell phones or other communication devices are allowed in the testing room. Talking and smoking are not allowed in the testing room.

Approved Items

Candidates may bring the following approved items into the testing center:

- **Pencils.** (Paper/pencil testing only)
- **Calculator**. Only simple 4-function calculators are permitted. PDAs, cell phones or other special calculators (i.e. ElectriCalc, etc.) are NOT permitted.
- **Approved References**. (See information below).

Candidates should prepare their reference materials using ONLY the following methods. Reference materials which do not meet the following guidelines will not be allowed in the testing room. These guidelines are in place to ensure that every candidate is tested fairly and that no candidate has access to unapproved resources.

- Book title must be exact. *Exceptions:* Older/new editions are always permitted. Substitutes are allowed if listed in the Exam Details.
- Photocopied versions of a reference book are ONLY permitted when stated in the Exam Details.
- Permanent tabs such as gummed tabs, self-adhesive tabs with printable inserts, or insertable tab dividers (for three ring binders only) are permitted.
- Moveable items such as repositionable tabs or Post-it notes are NOT permitted in a reference book.
- Books can have highlighting and underlining, however you cannot mark in your books during the test.
- Handwritten notes are NOT allowed in any portion of a reference book.
- Other documents (such as formula sheets or the Tom Henry and Kelly Indexes) or stickers (such as Ohm' Law) CANNOT be added, glued or taped to a reference book.

Prov asks that candidates leave all unauthorized materials in their vehicle. If candidates are caught using unauthorized materials during testing, these materials will be confiscated, their testing will be terminated with fees forfeited, and the Board will be notified of their actions. During the testing process candidates MUST NOT:

- Share reference materials during testing.
- Highlight, underline, mark or write any kind of information in their reference materials during testing.

Visitor Policy

No one other than the candidate will be allowed in the testing room. Non-testing visitors are NOT permitted to wait in the lobby while candidates test.

Unethical Conduct Policy

Any individual caught giving or receiving assistance during or after the examination, or caught using unauthorized materials during the examination will be reported directly to the Board. Those caught in the act of cheating will be dismissed from the examination and their testing results will be frozen. Furthermore, the candidate will forfeit the examination fees paid. Finally, anyone caught with test questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

Prov's Non-Discrimination Statement

Prov provides equal access to its exams and testing programs for all eligible persons. Although individual jurisdictions that Prov represents are wholly responsible for determining eligibility of candidates, it is the policy of Prov to maintain an environment free of discrimination and to prohibit discrimination and harassment against any person on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and veteran, marital or family status.

Harassment of Prov program participants, proctors, staff or candidates will not be tolerated. If candidates wish to express concerns about discrimination, they should contact Prov at 866-720-7768 or write to: Prov, Inc., 5200 NW 43rd Street, Suite 102-167, Gainesville, FL 32606.

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Special Accommodations

Prov complies with the Americans with Disabilities Act (ADA) in providing special accommodations for candidates that require additional assistance during the testing process. If candidates feel that they qualify for a special accommodation during testing, they should contact Prov at (866) 720-7768. Prov will require written documentation from a licensed physician or psychologist documenting the disability and further require a request describing the requested remedy. Prov will then work directly with the candidates to make the accommodations they will need in order to complete their examination.

Preparing for Your Exams

Studying for your Exam

The contractor licensing examinations that candidates will take are designed to test what qualified contractors should know as they begin operations in the construction field. The test questions used on the examinations have been prepared by contractors and cover the wide range of topics candidates would normally encounter as a contractor in their particular field. If candidates have worked in construction for some period of time in a variety of different settings, they likely have experienced much of what will be found on their examination. On the other hand, if the candidates' experience is limited (not only in years but in the variety of work performed) then it is likely they may want to spend time increasing their knowledge by studying areas in which they are less familiar. For all candidates, the reality is that people forget those things they don't use, and over time a candidate's knowledge in some areas may have decreased.

Prov recommends that candidates prepare for their tests by familiarizing themselves with the exam references with emphasis on the subject areas listed in each exam description. Candidates who are familiar with their reference materials will spend less time searching for answers during the exam. When preparing for the exam, remember that hand-written notes are not allowed in a reference book used for testing. Candidates are encouraged to prepare their test materials by highlighting text or placing permanent tabs on important pages.

It is NOT mandatory that candidates purchase any study materials in preparation for their examinations; however, all examinations permit the use of authorized study materials and candidates may be at a disadvantage if they do not bring those materials with them to their testing session. At a minimum Prov recommends that candidates have their own code books related to their exams which may be useful to candidates after their testing is complete.

Purchasing Reference Materials and Study Guides

The Home Builder examinations are delivered in an Open Book format, meaning that you are permitted to bring the various approved references into the testing center when you take your examinations. The reference books have been selected by both Prov and the Home Builder Board based on the ability of the publishers to keep costs low. You will notice that there are just a few books on the booklist. While the cost of the individual books may seem expensive, it is important to understand that these book save hundreds over having to purchase each book separately.

Most reference books can also be purchased by phone or online through the following companies. Shipping charges will apply. Brick and mortar locations are indicated, but candidates should call to verify that orders are ready for pickup.

All of the books for your examination are available from Prov using the following information.

- **Prov, Inc.**
  - 200 Association Dr., Suite 190, Charleston, WV 25311
    http://www.provbookstore.com/
    866-720-7768

You may also check other vendors that have offered to provide these materials. These vendors are shown below.

- **@ Home Prep, Inc.**
  900 East Hill Ave, Suite 380, Knoxville, TN 37915
  www.contractor-licensing.com
  800-952-0910
- **AAA Construction School, Inc.**
  34 Arlington Road South, Jacksonville, FL 32216
  www.aaaconstructionschool.com
  800-741-7277 or 904-722-9994

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- Certified Training Institute
  3135 Logan Valley Road
  Traverse City, MI 49684
  800-727-7104
- **International Code Council**
  900 Montclair Rd, Birmingham, AL 35213
  www.iccsafe.org
  800-786-4452
- **My Pearson Store**
  http://www.mypearsonstore.com
  800-947-7700 (Opt. 5)

If candidates need assistance in ordering any study materials, they may contact Prov by phone at 866-720-7768.

Reference Materials Available from Prov

Candidates can purchase the following reference books directly from Prov. For these reference materials candidates may place their orders by phone, online at www.provbookstore.com, or using the Bookstore Order form attached to this document. The following are the books available through Prov's bookstore.

- **Alabama -NASCLA Contractors Guide to Business, Law & Project Management, Alabama, Residential Construction**, 3rd edition. ISBN: 978-1-934234-12-9. National Association of State Contractors Licensing Agencies, 23309 North 17th Drive, Building 1, Unit 10, Phoenix, AZ 85027. Also available at www.NASCLA.org.
- **International Residential Code**, 2015. ISBN: Item # 3100S15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Also available @iccsafe.org
- **Residential Home Builder Study Guide** ISBN: 978-1-323-55095-1 Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116.

As an alternative to the Residential Home Builder Study Guide, candidates may use the following three books. **Note:** The Residential Home Builder Study Guide is less expensive than purchasing these books separately, but the list is shown below for those that wish to use these separate materials.

- **Basic Safety**, 2009. ISBN: 978-0-136-09875-1. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at www.provbookstore.com or http://nccer.pearsonconstructionbooks.com.
- **Masonry and Sitework for the Residential Contractor, 2nd edition**, 2nd. ISBN: 978-1-269-78556-3. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com
- **Study Guide for Residential Carpentry & Repair, 2nd edition**, 2014. ISBN: 978-1-269-78561-7. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com

Sample Test Questions

The following are sample questions that reflect the format and style of the questions found on exams. **They are not intended to reflect the content of the exam you will take.**

1. Employers are required to notify employees of changes in policies affecting all of the following EXCEPT:
   a. Pay schedules.
   b. Vacation allowance.
   c. Health benefits.
   d. Promotion opportunities.

2. The accounting method that recognizes income and expenses only when money is received or paid is called:
   a. PCM Method.
   b. Accrual Method.
   c. Cash Method.
   d. Cost-Comparison Method.

3. If 15 amp circuits were used, the NEC would require a 2000 square foot house to have a MINIMUM of how many branch circuits?
   a. 2
   b. 3
   c. 4
   d. 5

4. Equipment that is electrically connected to a telecommunications network is required to be listed in accordance with section _____ of the NEC.
   a. 110.16
   b. 240.6
   c. 800.18
   d. Chapter 9, Table 5(A)

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5. Duct systems installed in single family dwellings must be sized per
    a. ACCA Manual D.
    b. ACCA Manual J.
    c. SMACNA Manual R.
    d. SMACNA Manual N.

6. What is the recommended MAXIMUM spacing of nails when installing drywall on a ceiling?
    a. 6" o.c.
    b. 7" o.c.
    c. 8" o.c.
    d. 12" o.c.

7. Which of the following types of joint reinforcement is NOT used to tie connecting cavity walls and intersecting walls?
    a. Z-tie
    b. Box tie
    c. Hardware cloth
    d. Ladder type joint reinforcement

8. What is the recommended concrete cover over #6 steel reinforcing in areas exposed to the weather?
    a. 3"
    b. 2"
    c. 1.5"
    d. 1"

Answers to Sample Questions

1. **D** - Promotion opportunities.
2. **C** - Cash Method.
3. **C**- 4
4. **C** - 800.18
5. **A** - ACCA Manual D.
6. **B** - 7" o.c.
7. **D** - Ladder type joint reinforcement
8. **B** - 2"

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Exam Descriptions

Alabama HBLB Business and Law

Number of Questions	**40**
Time allowed (hours)	**2**

Subject Area	**# Quest.**
Business Organization	2
Contract Management	4
Estimating & Bidding	8
Financial Management	5
Labor Laws	2
Licensing Laws	4
Lien Laws	2
Project Management	5
Risk Management	2
Safety (Reporting)	2
Board Rules	2
Tax Laws	2

References

- **Alabama -NASCLA Contractors Guide to Business, Law & Project Management, Alabama, Residential Construction**, 3rd. ISBN: 978-1-934234-12-9. National Association of State Contractors Licensing Agencies, 23309 North 17th Drive, Building 1, Unit 10, Phoenix, AZ 85027. Available at www.NASCLA.org

Alabama HBLB Skill Exam

Number of Questions	**80**
Time allowed (hours)	**4**

Subject Area	**# Quest.**
Plan Reading	10
Sitework & Foundations	10
Concrete and Reinforcement	7
Masonry	6
Carpentry	20
Roofing	7
Interior Finish	4
Exterior Finish	5
Associated Trades	6
OSHA	5

References

- **International Residential Code**, 2015. ISBN: Item # 3100S15. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478. Available @iccsafe.org
- **Residential Home Builder Study Guide**
  ISBN: 978-1-323-55095-1 Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com

OR

The following books can be used to **substitute** for the Residential Home Builder Study Guide.

- **Basic Safety**, 2009. ISBN: 978-0-136-09875-1. Prentice Hall, P.O. Box 11071, Des Moines, IA 50336. Available at www.provbookstore.com or http://nccer.pearsonconstructionbooks.com.

- **Masonry and Sitework for the Residential Contractor, 2nd edition**, 2nd. ISBN: 978-1-269-78556-3. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com

- **Study Guide for Residential Carpentry & Repair, 2nd edition**, 2014. ISBN: 978-1-269-78561-7. Pearson, 501 Boylston Street, Suite 900, Boston, MA 02116. Available at www.provbookstore.com

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Candidate Instructions Handout

Please take a moment to read the following information (front and back). If you have any questions then please let your proctor know. Failure to follow these testing rules can have serious consequences.
Be advised, the testing center and testing room may be under video surveillance.

Testing Rules

- Be courteous and do not disturb others.
- After you are seated, follow all the instructions given and verify the information presented to you. This information will include your name, candidate ID, exam name, and occasionally additional testing materials such as graphics.
- If you leave the testing room during the test, you must notify your proctor and turn in all your testing materials.
- If you take a restroom break the test time will continue to countdown and the lost time cannot be recovered.
- If your computer freezes, shuts down, or will not move to the next question notify your proctor immediately and they will be able to restart your exam without loss of available testing time.
- At the end of your test, remain seated, raise your hand and wait for the proctor to start the check-out process with you. Once all testing materials have been accounted for by your proctor, you may collect your belongings and leave the testing center.
- If permitted by your jurisdiction, you will receive your testing results today; otherwise, you'll be notified of your testing results by either Prov or your jurisdiction.

Reference Rules for Open Book Exams

- Book title must be exact. *Exceptions:* Older/new editions are always permitted. Substitutes are allowed if listed in the Exam Details.
- Photocopied versions of a reference book are ONLY permitted when stated in the Exam Details.
- Permanent tabs such as gummed tabs, self-adhesive tabs with printable inserts, or insertable tab dividers (for three ring binders only) are permitted.
- Moveable items such as repositionable tabs or Post-it notes are NOT permitted in a reference book.
- Books can have highlighting and underlining, however you cannot mark in your books during the test.
- Handwritten notes are NOT allowed in any portion of a reference book**. EXCEPTION: The AL HACR client allows handwritten formulas written in PEN ONLY to be written in a reference book. No other notes of any kind can be written in the reference books.**
- Other documents (such as formula sheets or the Tom Henry and Kelly Indexes) or stickers (such as Ohm's Law) CANNOT be added, glued or taped to a reference book.

Unethical behavior

Individuals caught giving or receiving assistance during or after the examination, or caught using unauthorized materials during the examination will be reported to the Board. Those caught in the act of cheating will be dismissed from the examination and their testing results will be frozen. Furthermore, the candidate will forfeit the examination fees paid. Finally, anyone caught with test questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

In the next few days, Prov will email you a link to our candidate experience survey, please let us know how we did!

Computer Testing Navigation

Total number of questions	Indicated in the upper left-hand corner of the screen.
Available time	Posted in hours and minutes. Test will end automatically when **Time Remaining** reaches 0:00.
Selecting your answer	Use your mouse to select a letter (**A**, **B**, **C**, or **D**). The answer is highlighted (or checked) when selected. You may change your selected answer for any question until the test is over. If you do not know the answer to a question, it is to your advantage to guess, since there is no penalty for a wrong answer.
Resizing images	Occasionally a question may refer to a graphic onscreen. Use the four resizing features to zoom in (**Zoom +**) or out (**Zoom -**) and use the scroll bars to move up, down, left or right when needed.
Tracking difficult questions	Press the **Mark Question** (or Mark for Review) button to help you keep track of questions you wish to return to at a later time. Marking questions has no impact in scoring. Press the button again to unmark the question. You may see which questions have been marked by clicking **Show Question List**.
Question comments	During the assessment, you may find that you have a question or concern about a particular test question. The proctor cannot answer questions about test content at any time; however, you can send a comment to Prov's Test Development Department by clicking the **Make Comment** (or Question Comment) button. Please leave a specific description. Staff will process your comments/questions within two weeks. You can refer to your candidate information bulletin for more information on how comments are processed.
Moving to a different question	Use your mouse to select the **Next** or **Previous** buttons. Press Next to move forward. Press Previous to move backward. When you want to move to a specific question, use your keyboard to type the question number into the **Jump to Question** field and click **Go**.
Reviewing your progress	Press **Show Question List** (or Review and Navigate) button to see a table indicating which questions are unanswered or which you have marked.
Ending the test early	Press **End Test** (or Finish) button when you are ready to leave the test. It is recommended that you review your exam and verify there are no unanswered questions prior to ending the test.

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DO NOT FAX THIS SIDE

NOTICES

- All candidates should review the Candidate Information Bulletin prior to scheduling.
- There are a limited number of seats at each testing facility and seating availability is based on a first-come, first-served basis.
- A scheduling confirmation letter and receipt will be sent to the email address provided. If an email address is not supplied the confirmation letter and receipt will be mailed to the address provided.
- No personal or company checks will be accepted and all registrations that include personal or company checks will be returned without processing.
- All registration forms will be processed within one business day of receipt. Please contact Prov directly for rush requests.

REVIEW ELIGIBILITY RULES

Only candidates meeting the following eligibility rules may schedule a review. Candidates can only schedule a review after they have failed the same test twice. Candidates may only review a test taken within the last 60 days. To be eligible for a review, candidates must have been scored within 10% points of a passing score.

CONTACT INFORMATION

Mail or **Fax** the registration form on the opposite side of this page using the information below. Registration forms paid by Money Order, Cashier's Check, or Certified Check must be mailed to:

Prov, Inc.
200 Association Drive, Suite 190
Charleston, WV 25311

Registration forms paid by Credit Card can be mailed to the address above or faxed toll-free to:

(877) 228-3926 FAX

If you have questions about the registration process, please call us toll free at (866) 720-7768 or locally at (304) 414-0190. Detailed information can also be found in the Candidate Information Bulletin at www.provexam.com.

Mail-in Registration Form

Alabama Home Builders exams can be registered by submitting this form to Prov, Inc. Exams can also be registered online or by phone using the instructions in the Candidate Information Bulletin.

STEP 1: Enter your name and address

First Name _____ Last Name _____ Social Security Number _____

Street Address _____

City _____ State _____ ZIP _____

( ) _____ Company _____

Email Address (to notify you by email of testing information) _____ Create a Password (Required and must be at least 5 letters or numbers in length) _____

STEP 2: This form is being used to (select one) ☐ **Take a Test** ☐ **Schedule a Review** (see rules)

STEP 3: Select the examination(s) for which this registration applies
ALL first-time licensees must pass BOTH a Business and Law test and a Trade test (if available) for the license being sought. Check all exams for which you are registering or reviewing. You may schedule a maximum of 2 exams per testing date.

AL HB Business & Law	☐	AL Home Builders	☐		☐

STEP 4: Payment
If both exams are taken on the same day the cost is $130.00. If the exams are taken on separate days each exam cost is $80.00.
Enter the exam/s or review fee(s) from above for each test chosen. Select a payment method.

Exam Fees Enter the # of exams from above and multiply by the fee.		
QTY	**Cost**	**Total**
		=
Review ($80.00)		=
Fee Total		=

Paying By Credit Card (AMEX, VISA, MasterCard or Discover)	Paying by Check (Cashiers, MO, or Certified)
Name on Card:	Candidates paying by check MUST **mail** their application to Prov using the address listed on the reverse side of this form.
Telephone #:	
Card #:	
Expiration Date:	
Signature:	

STEP 5: Select Date and Location of Testing
Select your testing location and three preferred testing dates. Please select your preferred dates and times.

Location	
Auburn (zip code 36849)	☐
Birmingham-Jefferson (35215)	☐
Birmingham-Shelby Hoover (35242)	☐
Enterprise (zip code 36331)	☐
Huntsville (zip code 35896)	☐
Mobile (zip code 36688)	☐
Montgomery (zip code 36104)	☐
Sheffield (zip code 35660)	☐
Tuscaloosa (zip code 35487)	☐

Preferred Testing Dates and Times	
1st	☐
2nd	☐
3rd	☐

STEP 6: Send to Prov using contact information on the reverse side.

Remove from Candidate Booklet by tearing along perforation